

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**ASSISTANT TRAFFIC ENGINEER  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional and technical work in assisting in managing the City's traffic and transportation system. Reports to the Traffic Engineer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs professional and technical work to improve and maintain the efficiency and safety of the transportation system. Work involves performing engineering research, making recommendations to the Traffic Engineer and others, assisting in the development of short- and long-range plans. Duties require the employee to inspect existing conditions within the City's transportation system and use engineering manuals and judgement to make decisions and recommend changes. Tact and courtesy are required in frequent contact with consultants, organizations and the general public. Coordination is exercised with other professional, technical and clerical personnel. Engineering judgement is required in making decisions with a high degree of accountability. Work is performed with considerable independence under the general direction of the Traffic Engineer and is evaluated through conference and observation in terms of the efficiency and effectiveness of duties performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Assists with development of short- and long-range plans to meet the community's traffic engineering needs.

Directs the technical work of and may supervise Traffic Engineering staff.

Manages contracts as directed including, but not limited to, coordinating with contractors and/or consultants, and managing quality control, available budgets, and the processing of billing.

Assists Traffic Engineer in determining operational methods which provide more effective and safe traffic flow, control parking requirements and facilitate temporary road closings; helps coordinate traffic and transportation engineering projects with local, state and federal governments.

Evaluates and analyzes existing streets, intersections, traffic control devices, and traffic data; recommends changes to the Traffic Engineer.

Attends meetings, public hearings, boards, commissions, etc. to gather and disseminate information.

Attends conferences and seminars related to trends in the field of traffic engineering.  
Keeps informed of state and federal regulations governing traffic engineering.

## **ASSISTANT TRAFFIC ENGINEER**

Keeps abreast of professional developments, including the characteristics of exemplary programs, and of laws and regulations regarding traffic rules.

Responds to complaints and requests for information from citizens, the media, officials, etc.; makes occasional oral presentations before educational, civic and church groups.

Helps maintain a variety of complex records and prepares reports on a variety of topics related to traffic management.

Assists with determining and maintaining speed limits and school zones in the City.

Reviews designs and plans for all facets of traffic control in the City; prepares specifications for a variety of traffic projects; reviews plans for major commercial and residential development. Makes recommendations to the Traffic Engineer.

Assists with review of private development projects and makes recommendations related to such projects to the Traffic Engineer.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of principles and practices of transportation engineering.

Thorough knowledge of federal and state statutes and regulations pertaining to traffic and transportation engineering.

Thorough knowledge of urban growth and development, and the planning and implementation of appropriate traffic engineering methods to meet those needs.

Considerable knowledge of traffic signal operations.

Considerable knowledge of traffic safety measures.

Considerable knowledge of multi-modal transportation issues.

Knowledge of the current literature, trends, and developments in the field of traffic engineering.

Knowledge of traffic calming techniques and implementation through public involvement.

Ability to make decisions independently with a high degree of accountability.

Ability to prepare specifications for traffic and transportation improvements.

Ability to understand and comply with complex regulations and codes.

Ability to communicate effectively with employees, City officials, and community groups.

Ability to express ideas effectively orally and in writing; ability to prepare technical reports.

Ability to read and interpret engineering plans and specifications.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to educate citizens on social, environmental, and economic costs of traffic engineering issues.

## **ASSISTANT TRAFFIC ENGINEER**

Ability to work with a diverse group of residents and merchants to resolve various transportation related issues.

## **ASSISTANT TRAFFIC ENGINEER**

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in civil engineering or a related field with a concentration in traffic or transportation, and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position function.

### **SPECIAL REQUIREMENTS**

Registration as an Engineer Intern (EI) by the North Carolina Board of Examiners for Engineers and Surveyors. Possession of registration as a Professional Engineer (PE) by the North Carolina Board of Examiners for Engineers and Surveyors within 2 years of date of hire. Possession of a valid North Carolina driver's license or possession of same upon date of hire.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that addresses the customer's needs in a manner consistent with City policies.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required tasks with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 21

Exempt

Formerly Known as "Associate Traffic Engineer"